

EPA PRIORITY PROJECT - FOIA PROCESS

MEETING AGENDA

October 3, 2017

William Jefferson Clinton Bldg North, Conference Room 5014

1-866-299-3188 / Code: 202-564-0600#

Facilitator: Mike Appleby

Overall Purpose: Review Project Goals; Define Initial Project Steps

AGENDA

- I. 12:00-12:10 – Review Project Materials**
 - a. One pager / Overview slide
 - b. Problem statement / Project Goal
- II. 12:10-12:15 – Introduce A3 Reporting Format**
- III. 12:15-12:30 – Determine Near Term Steps**
 - a. What do we need to know?
 - b. Who do we need to involve?
 - c. What are we unable to change?
 - d. What are we able to change?
- IV. Wrap-up & Due outs**